



City of Frisco - Building Inspections
6101 Frisco Square Blvd., 3rd Floor, Frisco, Texas 75034
Main: (972) 292-5301
Inspection Request Line: (972) 292-5386

Permits on-line via eTRAKiT
INSTRUCTION SHEET

- Contractor Log-in to eTRAKiT
 - Public Log-in to eTRAKiT
 - Apply for Permit
 - Email acknowledgement to 'Applicant' that submittal is received for review
 - Email notification with Reviewer's status ('Approval', 'Denial' or 'Need Additional Information' to complete review)
 - Pay, display Permit Number, then Print Permit to display at property
 - Schedule inspection via eTRAKiT (or call Inspection Line at (972) 292-5386)
1. Go on-line to www.friscotexas.gov/building and select the eTRAKiT icon
 2. Select 'Public' or 'Contractor' and enter USER NAME and PASSWORD (or create an Account). Contractors: If you are currently registered as a valid contractor with Building Inspections, please use your assigned PIN as the password. If you have not registered, please contact a Customer Service Representative at (972) 292-5301 for assistance.
 3. Select 'Agree' or 'Disagree' following review of the Disclaimer Statement
 4. Select "Apply for Permit" then enter requested information
 5. Select from the drop-down menu options PERMIT TYPE, then SUB-TYPE
 6. Enter a DESCRIPTION of the work to be completed not to exceed 60 characters
 7. Enter the JOB VALUE, TYPE OF WORK, COUNTY and other requested items indicated by an asterick (*)
 8. Using the SEARCH ADDRESS selection, search for the address where work will be completed. (If you cannot locate an existing address, please call Building Inspections at (972) 292-5301 for assistance.)
 9. Upload required ATTACHMENTS (.jpg or .pdf files only), when applicable. (Example: property survey, drawings, plans for retaining walls, irrigation plans, etc.)
 10. Select 'Next Step' (at the bottom of the page)
 11. Enter all OWNER, CONTRACTOR, and other requested contact information, including telephone number(s)
 12. Select 'Next Step' (at the bottom of the page)
 13. Review to ensure the information is correct then select 'Next Step' (at bottom of page)
 14. View CHECK-OUT SUMMARY of submittal
 15. Email will be sent to 'Applicant' to indicate permit submittal is received for review with a 'Submittal ID Number' for tracking purposes.
 16. Email notification will be sent to 'Applicant' with Reviewer's status of permit submittal which will be 'approved', 'denied' or 'need additional information'. (If 'need additional information' is sent to 'Applicant', please contact Building Inspections at (972) 292-5301.
 17. Following Reviewer's email Approval notification, please PAY FEES then PRINT PERMIT
 18. Schedule an inspection via eTRAKiT (or call the Inspection Request Line at (972) 292-5386 and provide the PERMIT NUMBER, ADDRESS, and TYPE OF INSPECTION on the automated recording.) When Inspection is requested prior to 8pm, the Inspection will be completed during the next business day.)

DEFINITION SHEET

ATTACHMENT – Upload documents to accompany the on-line submittal, such as a survey (which provides the location of an installation of a fence), or a drawing.

CLASS OF WORK – Type of work to be performed. (Add, Install, Repair, Replace)

COUNTY – Select Denton County or Collin County where the work will be completed.

DESCRIPTION – Summary of work to be performed (maximum 60 characters) in the Description section. (i.e., Replace 50 gallon water heater, Repair existing fence, etc.)

ELECTRICAL PROVIDER – TXU or CoServ are the two (2) electrical providers within the City of Frisco. (Reduced rate electrical provider sources are not included. Only primary electrical providers are available for this section.)

FENCE HEIGHT – Fences located behind ‘front build line’ shall not exceed eight (8’) feet in height from the inside yard grade. Fences located in front of ‘front build line’ shall not exceed four (4’) in height. Must use steel posts. Note: Many subdivisions within the City of Frisco have homeowners’ associations (HOAs), which may have specific requirements, including architectural standards, within the community’s deed restrictions. Please ensure you obtain installation and design approval prior to construction, when applicable.

FENCE LINEAR FEET – Total fence length to be installed at a property.

JOB VALUE – Cost of work and materials to complete work at a property.

KEY LOT / CORNER LOT – A corner lot that is so designed that the lots located directly behind it face the side street of the corner lot and are not separated by an alley shall be considered a key lot. (A) See **Figure 4.07.03.1: Key Lot** (Page 174)

LOCATION – Existing property address. Please use the Search Option provided. If an address cannot be located using this option, please call Building Inspections at (972) 292-5301.

PERMIT TYPE – Electric, Fence, Plumbing, Mechanical, or Water Heater work to be completed at an existing property address.

PERMIT SUB-TYPE – Alteration, OSSF, Irrigation, Miscellaneous, and other drop-down selections.

POOL / SPA ENCLOSURE – When a fence encompasses a pool or spa on a property, there are specific requirements. Please contact Health & Food Safety at (972) 292-5304 or Building Inspections at (972) 292-5301 for assistance.

SELECTED MATERIAL – Materials to be used to complete work (i.e., wooden fence, wrought iron fence, stone retaining wall, etc.)

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HOW DO I APPLY WHAT'S NEEDED WHEN I SUBMIT

For additional information, visit www.friscotexas.gov/building, select "Plan Review & Forms" (located on the left-hand side of the page) then 'eTRAKiT Help' document.

ELECTRICAL PERMIT – Electrical Permits are required for electrical panel upgrades, adding an electrical outlet, installing an electric gate across a drive-way, and other electrical-related installations, additions, or repairs. When using the on-line permit service, please ensure the following:

- All drop-down selections are complete,
- Include Owner name & contact information, and
- Include the Contractor's business name & contact information who will do the work.

FENCE PERMIT – Fence Permits are required when fences or retaining walls (see 'retaining wall' for more information) will be installed, repaired, replaced, or when a perimeter enclosure will be installed around a pool or spa. Another example is when a resident elects to add an electric drive-way gate, which requires the Electrical Contractor's business name to do the electrical work for a gate, including the Fence Contractor's information. When using the on-line permit service, please ensure the following:

- All drop-down selections are complete,
- Include Owner name & contact information,
- Include the Fence Contractor's business name & contact information,
- Include the Electrical Contractor's business name & contact information (if applicable), and
- Upload a survey (or plot plan) that will show the location of the fence placement.
- Note: Many subdivisions (HOAs) have their own deed restrictions and some may have specific requirements for modifications. Please contact the subdivision's HOA prior to erecting a fence. Also, there are very strict fence requirements for perimeter enclosures around pool/spa areas. Please contact Building Inspections at (972) 292-5301 for more information.

MECHANICAL PERMIT – Mechanical Permits are needed when there will be an installation, addition, or repair of any heat and/or air-conditioner system. When using the on-line permit service, please ensure the following:

- All drop-down selections are complete,
- Include Owner name & contact information, and
- Include the Mechanical Contractor's business name & contact information, and
- Include the Electrical Contractor's business name & contact information hired to do electrical work (if applicable).

PLUMBING PERMIT – Plumbing Permits are required for various plumbing work, such as installations, additions, or repairs that will be done. When using the on-line permit service, please ensure the following:

- All drop-down selections are complete,
- Include Owner name & contact information, and
- Include the Contractor's business name & contact information hired to do work.

RETAINING WALL (FENCE PERMIT) - Fence Permits are required for retaining wall are installed or if there will be a repair to an existing retaining wall. If a retaining wall will be three (3') feet or more, the structural design must have an engineer's stamp/signature of approval on the drawings. The 'sealed' plans must be uploaded when submitting on-line, along with a survey (or plot plan) that will provide the location of the retaining wall's location. When using the on-line permit service, please ensure the following:

- All drop-down selections are complete,
- Include Owner name & contact information,
- Include the Fence Contractor's business name & contact information,
- Upload the stamped/signed Engineer's approved design plans, and
- Upload a survey (or plot plan) of your property to indicate the retaining wall location.

WATER HEATER (PLUMBING PERMIT) – Water Heater Permits are required for all water heater installations, additions, or repairs. When using the on-line permit service, please ensure the following:

- Select 'Plumbing' as the Type,
- Select 'Water heater' as the SubType,
- All drop-down selections are complete,
- Include Owner name & contact information, and
- Include the Contractor's business name & contact information.



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EMAIL SELECTIONS
(Approved, Denied, Need Additional Information)

Your application submitted for review is **APPROVED**. Please login to process payment. Following payment, please print the receipt and permit placard to display on site for required inspections. Please retain copies for your records.

Your application submitted for review is denied. If you have any questions, please contact **[reviewer name here]** at (972) 292-**{reviewer phone here}** or Building Inspections at (972) 292-5301.

At this time, your submittal for review is 'pending'. Building Inspections will **NEED ADDITIONAL INFORMATION** to process your request. Please contact **[reviewer name here]** at (972) 292-**{reviewer phone here}** or Building Inspections at (972) 292-5301.